

BPA Children's Services



EMPLOYMENT OPPORTUNITIES QUESTIONNAIRE DIPLOMA QUALIFIED

NAME: _____

Please return to BPA as soon as possible

PHILOSOPHY

Can you explain your personal philosophy in regards to Early Childhood?

WORK EXPERIENCE

Could you give us a short account of your previous experience and reasons for applying for this position?

What particular skills/qualities would you bring to the position?

What challenges you about this particular position?

PROGRAMMING AND WORKING WITH CHILDREN

What is your understanding of the National Quality Framework? ie. Practices & Principles

Describe the planning cycle and how you would use this to plan your learning program.

<p>Could you explain how you will ensure the program is sensitive to individual differences in children, and how would you cater for these differences? Please give an example ie. Cultural.</p>	
<p>What experience have you had with the inclusion of children with additional needs in a program? What do you believe is important to assist a child with additional needs and their family to participate in the program? How would you implement a program for a child with additional needs?</p>	
<p>Could you provide an example of a situation where you have dealt with (use the following or alternative anecdotes):</p> <ul style="list-style-type: none">• disruptive behaviour• aggressive behaviour• an unco-operative child. <p>What strategies did you use to deal with the situation and is there anything you would do differently the next time you are in a similar situation?</p>	
<p>Tell us some of the ways you would encourage/develop children's self-esteem and self-concept, and why is it important to do so?</p>	
<p>How would you set up the environment and interact with children to encourage gender equity in your program?</p>	
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<p>What do you believe are the essential elements of supervision of children, and how would you ensure there is excellent supervision at all times?</p>	
<p>Are you familiar with the Victorian Child Safe Standards? How do these Standards impact on you when you are working in a Children’s Service?</p>	
<p>Have you completed “Mandatory Reporting” training?</p>	
<p>What do you know about the criminal offence of “<i>Failure to Protect</i>”?</p>	
<p>Have you ever made a report to Child Protection? If not, are you aware of the procedures you would follow leading up to a report and when making a report?</p>	
<p>What do you believe are the essential elements of supervision of children, and how would you ensure there is excellent supervision at all times?</p>	
<p>WORKING WITH STAFF</p>	
<p>What is your understanding of the role of the Nominated Supervisor?</p>	
<p>What is your understanding of the role of the Educational Leader?</p>	

<p>What do you understand the roles of Room leader and co-worker to entail?</p>	
<p>Have you ever experienced a time when your beliefs about working with children were in contradiction with those of a fellow employee? How did you resolve the conflict?</p>	
<p>Staff at a Long Day Care Centre work as a team. How would you ensure that you share the workload? Please provide an example that demonstrates your team work.</p>	
<p>How would you involve co-workers in the planning and implementation of the program?</p>	
<p>How would you manage a situation in which a co-worker is not performing according to the requirements of the position description?</p>	
<p>PARENTS AND BPA</p>	
<p>What do you see as the role of BPA in the Long Day Care Centre?</p>	
<p>How would you go about getting information from parents about their needs and expectations?</p>	

<p>Tell us of any instances in which you have assisted a parent to seek additional advice and resources to resolve an issue regarding their child.</p>	
<p>What information do you think is necessary to provide to parents about their child's development? What methods would you use to do this effectively?</p>	
<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p>	
<p>How do you keep informed and up-to-date with changes in the field?</p>	
<p>What professional development is of interest to you, and are there any areas in which you feel you need to improve your skills?</p>	
<p style="text-align: center;">ABILITY TO COMMUNICATE</p>	
<p>What do you believe is important for effective communication to occur between staff, parents and employer?</p>	

GENERAL	
It is a BPA expectation that all staff attend monthly staff meetings which may be outside of normal working hours, do you have any objections to this?	

ADDITIONAL INFORMATION / COMMENTS:

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